

17 May 1982

Classification Review Procedure

CRP 82-2/OSS

REVIEW AND PROCESSING OF REFERENCE CARDS  
OF OSS JOB 69-59

1. Job 69-59 of the OSS permanent records consists of 161 boxes each containing about 2,250 reference cards. These cards were made to serve as an index to correspondence going to and from OSS Headquarters in Washington. The system was established by subject matter and covers correspondence during the period 1942-47. Information put on the reference cards may include the document number if any, date of the document, names of addressees, and a brief description of what the document is about. These boxes present us with some special problems: neither the box nor the individual reference card has been indexed to the OSS file system; the cards are not marked with a classification; a small percentage of the cards requires protection usually because they identify a source or foreign liaison official; and another small percentage of the cards was originated by the CIG or the CIA and thus are not a part of the OSS collection. As will be recalled, our cutoff date establishing the end of the SSU and the beginning of the CIG for systematic classification review purposes, has been set as 19 October 1946 [ ]

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2. The following procedures will apply to the review of these reference cards in Job 69-59:

a. Reference cards dated after 19 October 1946 or that otherwise were obviously originated by the CIG or the CIA will be withdrawn. No substitute card will be put in the place of the withdrawn CIG and CIA cards. When the entire box has been completed, all of the CIG and CIA cards will be tied together with a note identifying them as: CIG and CIA cards withdrawn for DO/IMS retention. Bound together, the cards are to be left in the box.

b. Other reference cards, originated by OSS and SSU, that remain classified and require continued protection will be withdrawn and placed in a separate pile. They will not be replaced by a substitute card either. When the review of the box has been completed, a single Withdrawal Notice will be completed to account for all the OSS and SSU cards withdrawn on national security grounds. On the Withdrawal Notice, which will be left in the box, write: (number) reference cards were withdrawn from Box [ ] , of Job 69-59. Then complete one OSS 4023A form for

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this group of reference cards. (See the attached 4023A form as an example of how the OSS 4023A form is to be completed.) Place the withdrawn cards in an envelope and put them into your grey box which is to become part of Job 79-00332A. Consider that there is only one "Folder" in your box. Put your reviewer's stamp on the envelope and for "Document No." list the Withdrawal Number, followed by a slash and then the number that this envelope would be as a "Document" in that box.

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3. When you have finished the review of a box, glue on the end of the box the tab which shows that we have systematically reviewed that box of records. These tabs are available from the OSS Team. Also, paste on the box a red-bordered blank label and write on it, for the information of the DO, that the box contains CIG and/or CIA-related reference cards that will be found bundled inside the box. The DO will remove these cards before the box is accessioned to NARS.

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4. The OSS Team will be responsible to order boxes of Job 69-59 and for returning them to the Records Center. When a CRD reviewer wants a box to review, obtain it from the OSS Team or from the Operations Branch if stored there, and initial for the box by number on the informal check list provided. When you need an empty grey box for Job 79-00332A for reference cards which you withhold on security grounds, sign for it by number in the book held by the OSS Team. In the same book, sign for each Withdrawal Notice as you need them and again, it is by number.

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5. CRD reviewers are not expected to work on this OSS material full time, but rather to fill in with this OSS material around priority jobs and to do this in place of our regular systematic review. One reviewer should complete a box because dividing boxes could cause confusion and errors. While no quota is being set on how fast we must do this work, we do want to get on with it and each reviewer is expected to do his or her part. If anyone has any suggestions or recommendations about how better to do this work, he or she should get in touch with me at once.

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Chief, Classification Review Division

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Attachment to CRP-CC2/OSS

## DECLASSIFICATION WORKSHEET

REVIEW DATE			REVIEWER			<input checked="" type="checkbox"/> NEW <input type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE		
DD	MM	YY						

JOB NUMBER			BOX NUMBER			FOLDER NO.			DOCUMENT NUMBER			* CREATION DATE			ORIGINATING COMPONENT		
7	9	-	0	0	3	3	2	A				0	0	1			

WITHDRAWAL NOTICE NUMBER			DOCUMENT IDENTIFICATION NUMBER					FOLDER OR DOCUMENT		OPI		TYPE DOCUMENT		ORIGINAL CLASSIFICATION		NO. PAGES	
			UNIT	BR.	CAT.	FILE											

DOCUMENT TITLE																	
( INDEX CARDS WITHDRAWN FROM JOB )																	
69-59, BOX																	

REVIEW CLASSIFICATION			RETENTION JUSTIFICATION			NEXT REVIEW DATE			REVIEW COORDINATION											
C			22			30														

\* MOST RECENT DATE FROM CARDS

Approved For Release 2008/01/09 : CIA-RDP93B01194R001300100052-9

**Page Denied**

**ACCESS RESTRICTED**

Item No. 17861 Date \_\_\_\_\_

Now filed in CIA Job No. 79-00332A

has been withdrawn from this file:

Job No. \_\_\_\_\_

Box No. \_\_\_\_\_

Folder No. \_\_\_\_\_

WITHDRAWAL NOTICE

The item has been withdrawn because it contains security classified information or otherwise restricted information.

National Security Act of 1947

Authority

1947

Date

NO. \_\_\_\_\_ CARDS WITHDRAWN FROM  
BOX \_\_\_\_\_ OF JOB NO. 69-59

JOB NUMBER 69-59

BROWN BOX NUMBER \_\_\_\_\_

FILE SERIES WASH/RI/MIS

NAME OF REVIEWER \_\_\_\_\_

DATE OF REVIEW \_\_\_\_\_

CUBIC FOOTAGE 1/2 cu.ft.

NUMBER OF CARDS WITHHELD \_\_\_\_\_

*SAMPLE*